

Compliance Standards & Indicators

Document F Transfer Students

SP IV

Legal Requirement	Indicator	Data Source
SECTION 1: PROCEDURES APPLICABLE TO ALL TRANSFERS		
100000: Access Sheet	<p>Access Sheet includes the following:</p> <ul style="list-style-type: none"> Names(s) of person(s) accessing file Date(s) file reviewed Purpose(s) of review(s) <p>Note: FERPA regulations do not require authorized agency/district staff who access the student's file to sign the access sheet.</p>	Student file
100100 Enrollment date:	<p>Documentation indicates:</p> <ul style="list-style-type: none"> The date (m/d/y) the child enrolled in the agency. 	Agency records and student file
100200 Upon enrollment, agency determines known or suspected disability	<p>Documentation indicates:</p> <ul style="list-style-type: none"> The agency has procedures in place to determine if a child has a known or suspected disability at the time of enrollment 	Agency records and student file
100300 Request for records	<p>To facilitate the transition for a child entering a school from another school district in Missouri or from an out-of-state school, the new school in which the child enrolls shall take reasonable steps to promptly obtain the child's records, including the IEP and supporting documents and any other records relating to the provision of special education or related services to the child, from the previous school in which the child was enrolled and the previous school in which the child was enrolled shall take reasonable steps to promptly respond to such request from the new school.</p> <p>Documentation includes:</p> <ul style="list-style-type: none"> Date (m/d/y) agency requested records A specific listing of records requested (e.g., evaluation report, IEP, etc.) Date(s) (m/d/y) agency received records <p>Note (1): Even though the parent provides copies of records upon enrollment, Missouri's Safe Schools Act requires receiving school districts to request records within two (2) business days of enrollment. Sending Missouri districts are required to send records within five (5) business days of receiving a request for records.</p> <p>If <u>NO</u> records received at enrollment, proceed to Section 2 of this document.</p> <p>If evaluation report, but no IEP received, proceed to Section 3.</p> <p>If IEP, but no evaluation report, proceed to Section 4.</p> <p>If an evaluation report and IEP are received at enrollment, proceed to Section 5.</p>	

Compliance Standards & Indicators

Document F Transfer Students

SP IV

Legal Requirement	Indicator	Data Source
	Note (3): An educational agency or institution may disclose personally identifiable information from an education record of a student without consent if the disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll. See Document A: Indicators 103500 – 103700 for specific information pertaining to release of information.	
SECTION 2: NO EVALUATION REPORT AND NO IEP RECEIVED AT ENROLLMENT		
100400 Interviews:	<p>When NO evaluation report or IEP are received at enrollment, but where there is a known or suspected disability (e.g., parent indicates child is in special education, obvious disability, etc.) documentation indicates:</p> <ul style="list-style-type: none"> Receiving agency interviewed parent or students (age 18+), immediately upon enrollment <p>AND/OR</p> <ul style="list-style-type: none"> Receiving agency interviewed officials of the sending agency immediately upon enrollment <p>Documentation includes:</p> <ul style="list-style-type: none"> Date of interview(s) (m/d/y) Name(s) and role(s) of individuals interviewed Information gained from interviews (e.g., assessment dates/results, eligibility determination/staffing date, special education and related services, placement, etc.) 	
100500 Interview information <u>NOT</u> sufficient	<p>When information gained through interviews <u>is not</u> sufficient to reasonably suspect that the child has a disability and to write an IEP and determine placement for special education and related services, documentation indicates:</p> <ul style="list-style-type: none"> Student placed in regular education classroom Progress monitored Referral for evaluation made if performance indicates a need. 	
100600 Interview information <u>IS</u> sufficient:	<p>When information gained through interviews <u>IS</u> sufficient to reasonably suspect that the student has a disability and to write an IEP and determine placement, documentation indicates the public agency, upon review of all interview information, proceeded to:</p> <ul style="list-style-type: none"> Convene an IEP team meeting Develop and implement an IEP <p>Note (1): In situations when an IEP is developed based on interview information, if the evaluation report &/or IEP are received within 30 days of enrollment, proceed to the appropriate section of this document for procedures to follow (See Note 1, Indicator 100300).</p>	

Compliance Standards & Indicators

Document F Transfer Students

SP IV

Legal Requirement	Indicator	Data Source
100700 Current evaluation report <u>NOT</u> received within 30 calendar days:	<p>For a student with a known or suspected disability, when a current evaluation report <u>IS NOT</u> received within 30 calendar days of the date of enrollment, documentation indicates:</p> <ul style="list-style-type: none"> • Reevaluation procedures initiated <p>AND</p> <ul style="list-style-type: none"> • If child found eligible at conclusion of reevaluation, within 30 days of eligibility determination an IEP team meeting is held, if necessary, to review and revise the IEP currently being implemented <p>OR</p> <ul style="list-style-type: none"> • If child is found ineligible, the parent was provided with a Notice of Action for Ineligibility/Change of Placement and child exited from services. 	
SECTION 3: EVALUATION REPORT RECEIVED, <u>NO</u> IEP RECEIVED AT ENROLLMENT		
100900 Evaluation report received and reviewed:	<p>Immediately upon enrollment (if after the beginning of the school year) or if enrollment prior to the beginning of the school year, by the beginning of the school year, the public agency reviewed the evaluation report to determine whether to accept or reject it. Documentation indicates:</p> <ul style="list-style-type: none"> • Date of first day of school year (m/d/y) • Date evaluation report received (m/d/y) • Date evaluation report reviewed (m/d/y) • Name(s) and role(s) of reviewer(s) <p>Note: The decision to accept or reject the evaluation report is an administrative decision and does not require the participation of the IEP team.</p>	
101000 Agency <u>rejects</u> evaluation report:	<p>Review of the evaluation report indicates information <u>IS NOT</u> sufficient for eligibility determination and/or <u>DOES NOT</u> meet compliance requirements. Documentation indicates:</p> <ul style="list-style-type: none"> • Rejection of the evaluation report • Initiation of reevaluation procedures <p>Note (1): For reevaluation procedures, see Document B, Indicators 103000 – 104200.</p> <p>Note (2): In determining whether the child is eligible, the agency must apply Missouri eligibility criteria as stated in the <i>Special Education Compliance Program Review Standards and Indicators Manual</i>—G Documents. However, the team must also take into consideration any supports and services the child has been or is presently receiving.</p>	
OR		

Compliance Standards & Indicators

Document F Transfer Students

SP IV

Legal Requirement	Indicator	Data Source
101100 Agency <u>accepts</u> evaluation report:	Review of the evaluation report indicates information <u>IS</u> sufficient for eligibility determination and contains <u>ALL</u> requirements for compliance. Documentation indicates: <ul style="list-style-type: none"> • Acceptance of the evaluation report 	
101200 No IEP received	<p>When the IEP is not received, documentation indicates:</p> <ul style="list-style-type: none"> • Public agency conducted interviews with parent, child (age 18+) &/or officials of sending agency <p>If evaluation report accepted</p> <ul style="list-style-type: none"> • Convene an IEP team meeting • Develop and implement an IEP <p style="text-align: center;">OR</p> <p>If evaluation report <u>not</u> accepted</p> <ul style="list-style-type: none"> • Public agency initiates reevaluation <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Convenes IEP team meeting • Develops and implements an IEP <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • If child found eligible at conclusion of reevaluation, within 30 days of eligibility determination, an IEP team meeting is held , if necessary, to review and revise the IEP currently being implemented <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • If child is found ineligible, the parent was provided with a Notice of Action for Ineligibility/Change of Placement and child exited from services. <p>Note 1: In situations when an IEP is developed based on interview information, if the evaluation report &/or IEP are received within 30 days of enrollment, proceed to the appropriate section of this document for procedures to follow (See Note 1, Indicator 100300).</p> <p>Note 2: Parental consent for placement is not required when a child has been receiving special education services under the IDEA in another public agency.</p>	

SECTION 4: IEP RECEIVED, NO EVALUATION REPORT RECEIVED AT ENROLLMENT.

101300

Documentation is present as follows:

IEP received:

- Date of first day of school year (m/d/y)
 - Date IEP received (m/d/y)
-

101400**IEP reviewed:**

Immediately upon enrollment (if after the beginning of the school year) or if enrollment prior to the beginning of the school year, by the beginning of the school year, the public agency reviewed the previously held IEP to determine whether to accept or reject it. Documentation indicates:

- Date IEP reviewed (m/d/y)
- Name(s) and role(s) of reviewer(s)

Review of the IEP indicates information IS sufficient to accept it. Documentation indicates:

- IEP accepted

OR

Review of the IEP indicates information IS NOT sufficient to accept it. Documentation indicates:

- IEP rejected
- IEP Team convened to develop new IEP

Note 1: The decision to accept or reject the IEP is an administrative decision and does not require the participation of the IEP team.

Note 2: Acceptance of the IEP means that it can be implemented as written without any revisions. If any parts of it are unacceptable, apply indicator 101500 of this document.

101500**Public agency implements comparable services in interim:**

If there is any delay in determining acceptance or rejection of the previously held IEP or if previously held the IEP is rejected and there is a delay in convening an IEP team meeting to develop a new IEP, documentation is present that:

- The Public agency, in consultation with the parent, provided FAPE to the child, including services comparable to those described in the previously held IEP, until such time as the public agency could adopt the previously held IEP or convene an IEP team meeting to develop a new IEP that is consistent with Federal and State law and regulations.

SECTION 5: EVALUATION REPORT AND IEP RECEIVED AT ENROLLMENT

101700

Evaluation report received and reviewed:

Immediately upon enrollment (if after the beginning of the school year) or if enrollment prior to the beginning of the school year, by the beginning of the school year, the public agency reviewed the evaluation report to determine whether to accept or reject it. Documentation indicates:

- Date of first day of school year (m/d/y)
- Date evaluation report received (m/d/y)
- Date evaluation report reviewed (m/d/y)
- Name(s) and role(s) of reviewer(s)

Note: The decision to accept or reject the evaluation report is an administrative decision and does not require the participation of the IEP team.

101800

Agency rejects evaluation report:

Review of the evaluation report indicates information IS NOT sufficient for eligibility determination and/or DOES NOT meet compliance requirements. Documentation indicates:

- Rejection of the evaluation report
- Initiation of reevaluation procedures

Note (1): For reevaluation procedures, see Document B, Indicators 103000 – 104200.

Note (2): In determining whether the child is eligible, the agency must apply Missouri eligibility criteria as stated in the *Special Education Compliance Program Review Standards and Indicators Manual*—G Documents. However, the team must also take into consideration any supports and services the child has been or is presently receiving.

OR

101900

Agency accepts evaluation report:

Review of the evaluation report indicates information IS sufficient for eligibility determination and contains ALL requirements for compliance. Documentation indicates:

- Acceptance of the evaluation report

102000

IEP received:

- Date of first day of school year (m/d/y)
- Date IEP received (m/d/y)

102100**IEP reviewed:**

Immediately upon enrollment (if after the beginning of the school year) or if enrollment prior to the beginning of the school year, by the beginning of the school year, the public agency reviewed the previously held IEP to determine whether to accept or reject it. Documentation indicates:

- Date IEP reviewed (m/d/y)
- Name(s) and role(s) of reviewer(s)

Review of the IEP indicates information IS sufficient to accept it. Documentation indicates:

- IEP accepted

OR

Review of the IEP indicates information IS NOT sufficient to accept it. Documentation indicates:

- IEP rejected
- IEP team convened to develop new IEP

AND

If Evaluation Report Rejected

- Reevaluation initiated
- Within 30 days of determination of eligibility, the IEP team met, if necessary, to review and revise the IEP

OR

- If child is found ineligible, the parent was provided with a Notice of Action for Ineligibility/Change of Placement and child exited from services.

Note 1: The decision to accept or reject the IEP is an administrative decision and does not require the participation of the IEP team.

Note 2: Acceptance of the IEP means that it can be implemented as written without any revisions. If any parts of it are unacceptable, apply indicator 101500 of this document.

OR

102200**Public agency implements comparable services in interim:**

If there is a delay in determining acceptance or rejection of the previously held IEP or if the previously held IEP is rejected and there is a delay in convening an IEP team meeting to develop a new IEP, documentation is present that:

- The Public agency, in consultation with the parent, provided FAPE to the child, including services comparable to those described in the previously held IEP, until such time as the public agency could adopt the previously held IEP or convene an IEP team meeting to develop a new IEP that is consistent with Federal and State law and regulations.
-